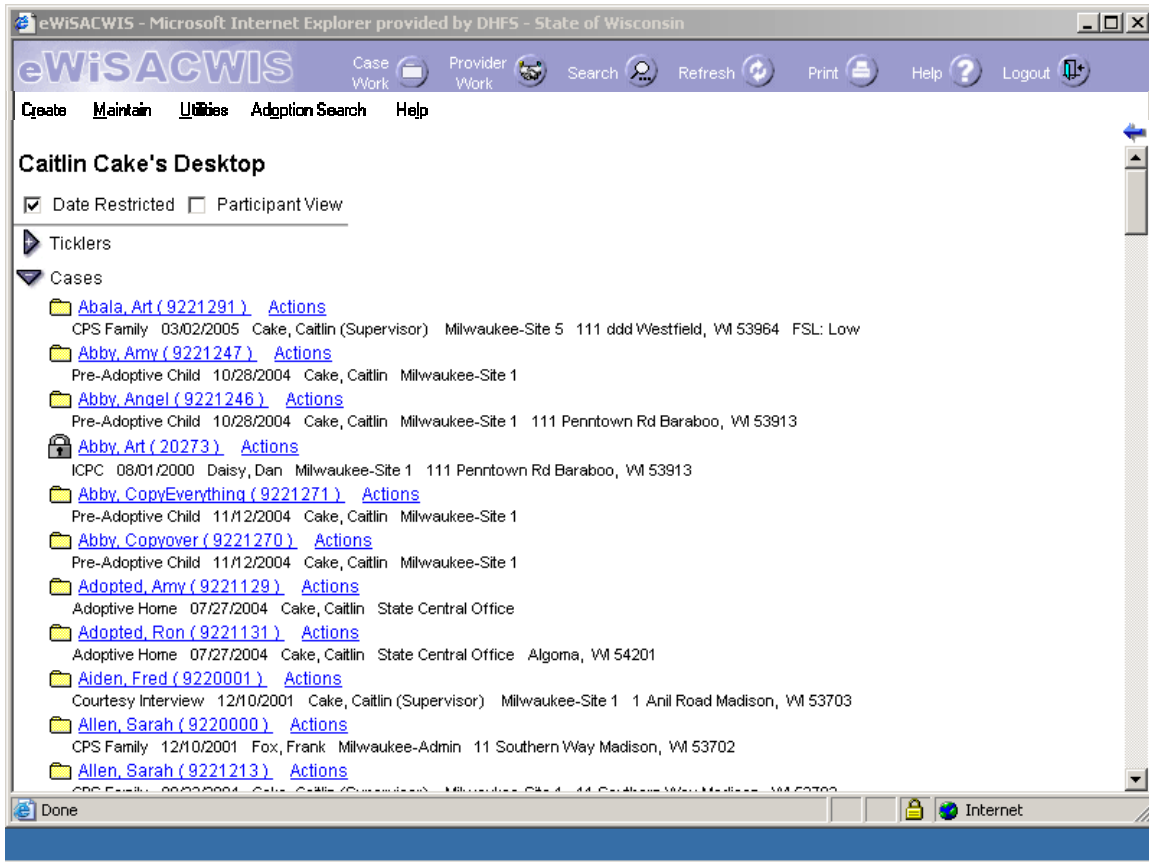


SEARCH



1. eWiSACWIS allows a worker to search by Case, Person, Provider Organization, or worker. Each of these four distinct categories can be searched using the corresponding tab on the Search window. Each Case, Person, Provider Organization, and Worker have a unique identifying number and/or name. When searching out a Person, make sure to use the Person Search tab.
2. To access Search from the desktop, use the Search hot button (magnifying glass) at the top of the window.

3. The search window defaults to the Case tab. Use this tab to Search out a case. The Last Name field is the only field required on this window. The First Name, Case ID, Site and Zip Code are optional. Deselect the Date Restricted View checkbox if you want to view the entire history of the case. Selecting the Date Restricted checkbox will restrict the amount of work to be viewed depending on the type of work you want to see. For example, with Date Restricted View on the system will display the past 90 days of Case Notes.
4. Selecting the Participant View checkbox will display work as it is related to the individuals in the case. For example, when the file folder is expanded, case participant names will be displayed. Icons of work related to that individual will be displayed below the participant names. By clicking on the icons, you will be able to view specific work related to the individual and icon. With Participant View deselected, icons will display the related casework.
5. The Search Precision slider allows you to indicate how precise you want the search return to be. The slider tool has five settings from High to Low. When the slider is set to High, only exact matches based on the criteria entered will display in Cases Returned Group Box. When the slider is set to Low, the system will provide more potential returns.
6. As shown in the above example, a Wild Card search can be done by using an asterisk. You may enter the first portion of a name and then use an asterisk (*) to indicate a wildcard to be used in the search for the remainder of the name. In the example above, the last name of Abby was used with the first initial of A*. This setting tells the system to search out all cases with the last name Abby and the first name beginning with the letter A.

Search - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Print Spell Check ABC Help ?

Case **Person** Provider Organization Worker

Search Criteria

Last Name: First Name: Person ID:

SSN: DOB: Gender:

Street: City: ZIP Code:

☐ Incl. AKA Search Precision: Sort By: **Search**

Record 1 to 1 of 1

Persons Returned

Abby, Alice (20999) 111 Penntwon Rd., Baraboo Female 08/07/1970 Caucasian

Basic Person Information

Related People

Intake/Referral

Cases

[Abby, Alice \(9221241\)](#)
CPS Family Alleged Maltreater, Household Member, Primary Caretaker, Report Name opened Daisy, Dan OHC
Licensor/Consultant Yes None 10/25/2004 Milwaukee-Site 1

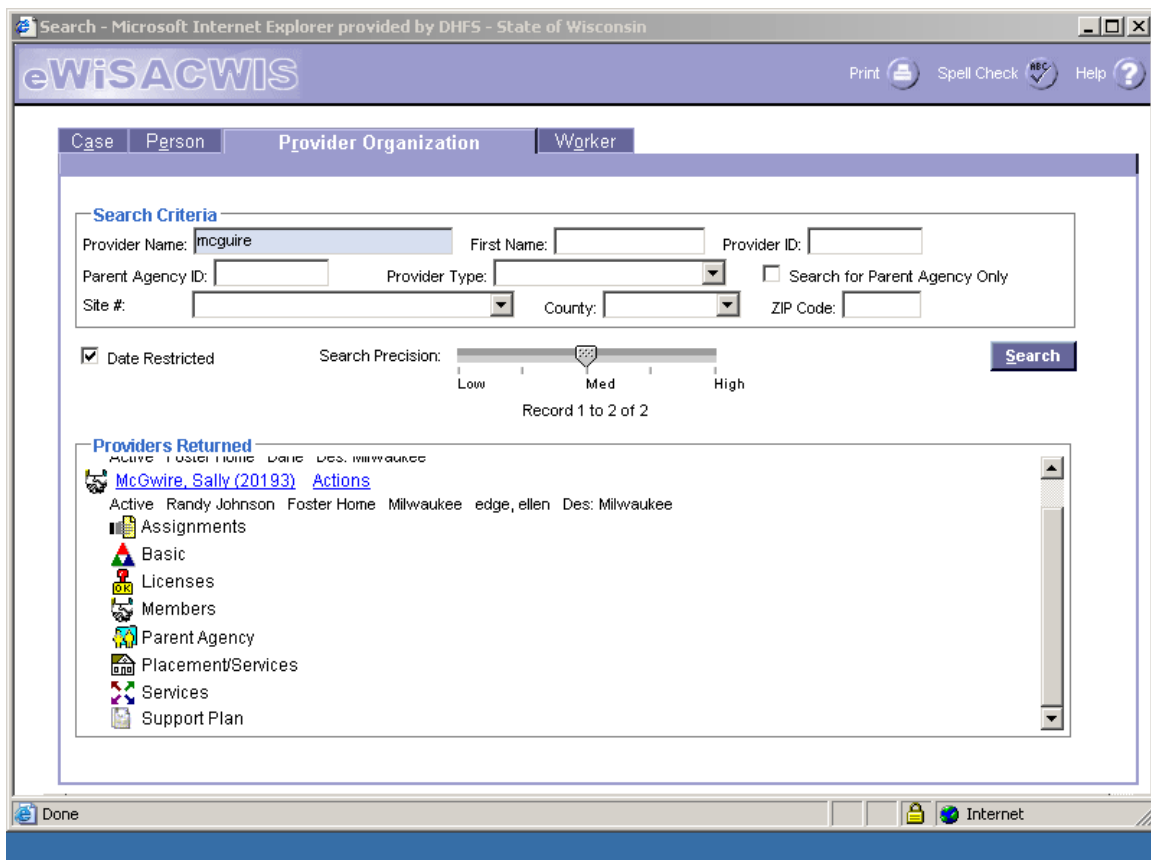
[Abby, Alice \(9221155\)](#)
CPS Family Alleged Maltreater, Household Member, Primary Caretaker, Report
Name closed null Yes None 08/19/2004 Milwaukee-Site 1

[Abby, Alice \(9221155\)](#)

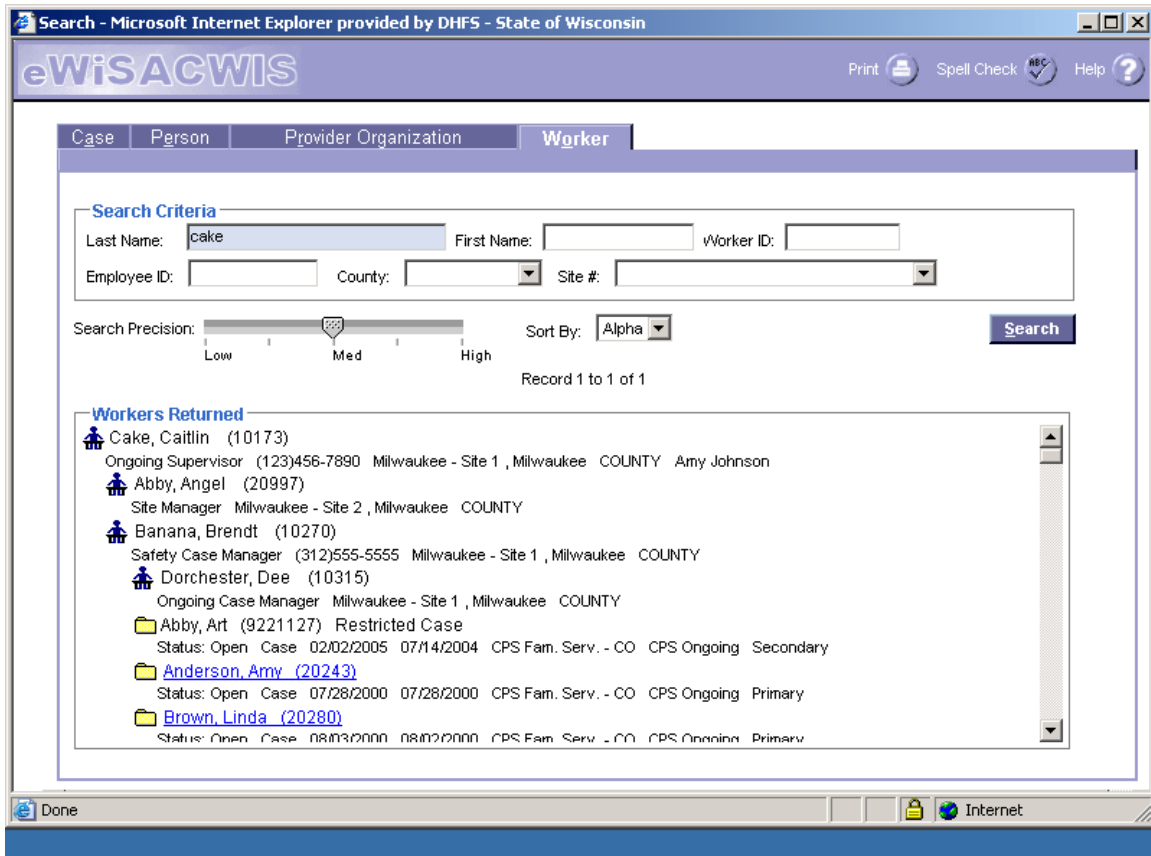
Done

Page 4 Sec 1 4/5 At 6.9" Ln 10 Col 1 REC TRK EXT OVR WPH

- The Person Tab is where individuals are searched. By searching out an individual, you will be able to see if a particular individual is included in a case. By clicking on the person icon next to the returned name and then clicking the Case File Folder, you will be able to see all of the cases associated with this person. In addition, clicking any of the icons will reveal work associated with this person. Workers can also do a unique person search by entering a number in the SSN field. If the AKA checkbox is marked, the system will perform both a normal person search and an AKA search of the person management records (AKA Tab) at the same time.



- 8 The Provider Tab is used to conduct a provider search. When a provider is searched, click the icon (two hands shaking) next to the provider name. This will expand and show all of the work related to this provider. From here you will be able to view the licenses, services, etc.



9. The final tab is the Worker tab. In the above example, the worker Caitlin Cake was searched. Caitlin's name, title, telephone number, address, and supervisor will display. By clicking the worker icon next to Caitlin's name, the outline will display any worker who Caitlin supervises and any cases/providers assigned to Caitlin. Each worker can be further expanded to detail case and provider assignments.